

MURRAY CITY WORKPLACE VIOLENCE POLICY

Murray City Corporation maintains a zero tolerance policy toward workplace violence, or the threat of violence, by any of its employees, customers, the general public, and/or anyone who conducts business with the City. It is the intent of the City and the departments/divisions to provide a workplace which is free from intimidation, threats, or violent acts.

Definitions

Workplace violence includes, but is not limited to, harassment, threats, physical attack, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional or future. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects. Property damage is intentional damage to property which includes property owned by the City, employees, or others. For purpose of this policy “employee” shall include employees, volunteers, members of boards and commissions and elected officials.

Prevention of Workplace Violence

The City and the department/divisions subscribe to the concept of safe work environment and support the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting hierarchy where-by incidents of violence can be reported without fear of reprisal.

Except as otherwise allowed by law, the Policy specifically prohibits firearms in all City owned buildings.

Reporting Threats - Internal and External

Each incident of violent behavior, whether the incident is committed by another employee or an external individual such as a customer, vendor, or citizen, must be reported to the department/division head. Management will assess and investigate the incident and determine the appropriate action to be taken. Department/division heads will inform the Human Resources Department of all reported incidents of workplace violence.

In critical incidents in which serious threats or injury occurs, emergency responders such as Police, Fire, and/or ambulance must be immediately notified. As necessitated by the seriousness of the incident, the Human Resource Department may assemble a Threat Management Team that may consist of staff from Human Resources, Mayor’s Office, City Attorney, Fire, Police, ASSIST (employee assistance counselor) and other personnel as deemed necessary. The Threat Management Team is responsible for establishing the protocol in event of a threat or violent incident that may include, but is not limited to:

- * evaluating potential violence problems
- * assessing an employee's fitness for duty (through ASSIST, employee assistance program),
- * selecting intervention techniques,
- * establishing a plan for the protection of co-workers and other potential victims,
- * coordinating with affected parties such as victims, families, employees, media, or law enforcement personnel,
- * referring victims to appropriate assistance and community service programs,
- * assuring that immediate (within 24 hours) and ongoing counseling is available to traumatized individuals.

Any employee who acts in good faith by reporting real or implied violent behavior will not be subject to any form of retaliation or harassment. Any action of this type resulting from a report of violence must be reported to the appropriate management staff for investigation and decision regarding proper action.

Prohibition Action and Sanctions

It is a violation of this policy and the disciplinary policy to engage in any act of workplace violence. Any employee who has been determined to be in violation will be subject to disciplinary action up to and including termination and depending upon the violent act, may be subject to criminal prosecution.

Department/Division Security Audit

On an annual basis or whenever the physical layout of the work space is significantly altered, the Department/Division head or designee will examine the escape routes of the work area and communicate any changes to all department/division employees. On an as needed basis the Department/Division head or designee may request a security audit from the Police Department to determine whether any security measures, such as panic alarms, are necessary and effective. All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of a violent incident.

Employee Training

The Department/Division Head, or his or her designee, will orient all new employees to department/division procedure regarding reporting incident of violence, what to do if the

employee is threatened and/or if an incident of violence actually takes place, and dealing with the after effects of an act of violence. Periodic training will be conducted through the Human Resource Department, as necessary.

ASSIST (Employee Assistance Program)

Should an employee or Department/office become the victim of an incident of workplace violence, the Department/Division Head shall offer the services of ASSIST to help in coping with any effects of the incident. Should an employee commit an act of violence and it is determined in the investigation that the employee did, in fact, commit the violent act, he/she shall be referred to ASSIST by the Department/Division Head. In these cases, failure by the employee to keep any appointments with ASSIST may result in disciplinary action.

Revised Oct. 20, 1997